

Job Title	Site Assistant	Grade	ElmWey Pay 5
Department	Site & Facilities	Hours	36 hours per week (Mon-Fri 10:00am -6:00pm)
Reports To	Site & Facilities Manager	Weeks	52 weeks

JOB PURPOSE

Assist in providing security, cleaning, portering and housekeeping support to the Site Team ensuring the school facilities and buildings operate smoothly and efficiently.

MAIN DUTIES AND RESPONSIBILITIES

Site Support

- Opening and closing of site including setting and unsetting alarms on a rota basis ensuring security of buildings and site, checking all windows and all exit doors whilst providing a reliable and punctual service for all site users, notifying key holders or emergency services of any security breaches or maintenance emergencies.
- Assist with cleaning, clearing, and litter picking of external areas, emptying bins, ensuring the site is clean, safe and well presented at all times.
- Assist with setting out of furniture for assemblies, break times and special events in an expedient and timely manner.
- Assist with moving furniture and equipment during office moves, building projects etc.
- Assist with receiving and checking deliveries, notifying discrepancies to the Finance Office.
- Responsible for safe storage and distribution of deliveries to departments efficiently.
- Regular inspection of staff and student toilets and cleaning of staffroom ensuring replenishment of consumables i.e. cleaning and hygiene supplies, cleaning food areas and loading/unloading of dishwasher, coffee machines etc.
- Assist with health and safety checks, including ensuring corridors and evacuation routes are clear, portable appliance checks, alarm testing
- Carry out emergency cleaning, graffiti and chewing gum removal, including bodily fluids i.e. as a result of accident, sickness and vandalism etc.
- Daily external and internal checks, report defects, maintenance or security issues to Site and Facilities Manager and assist with minor repairs and maintenance as directed.
- Drive the school minibuss and hired vans to transport students, staff or equipment as required.

Weekend Lettings

- Open and close the site ensuring security of buildings and safe use of site throughout each let.
- Inspect all areas to be let before and after each let, preparing each area according to the requirements of the let i.e. moving furniture, preparing hospitality requirements, cleaning ensuring the area is ready for use by both the hirer and the school after the let
- Meet and greet hirers, directing them and ensuring their needs are met throughout the let. Monitor the lettings programme and liaise with the Site Manager and Finance department on forthcoming bookings
- Ensure all hirer are given contact details, emergency procedures and safety briefings prior to the commencement of each let, ensuring all incidents, accidents and near misses are reported to the main office and recorded in the accident reporting system.
- Throughout the let ensure that the site remains safe and that users of the site do not gain access to unauthorised areas
- Ensure that all facilities including toilets are maintained in a clean and hygienic condition before, during and after the letting ensuring consumables are replenished and available at all times.
- Carry basic repairs, graffiti and chewing gum removal and decorating activities as required by the site manager as the let progresses.

Other Duties:

- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;
- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Follow requests from Management in a prompt and efficient manner.
- Work proactively with colleagues to streamline and improve procedures and processes.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core value of 'Respect'. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role will be based at Heathside School. However you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The job description and person specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Minimum of 2 years experience in similar role	E		App/Int
Working with people at all levels both internally and externally	E		App/Int
Delivery to tight deadlines	E		App/Int
Skills, knowledge and abilities			
Excellent organisational skills	E		App/Int
Good interpersonal and communication skills	E		App/Int/Ref
Ability to manage own workload and prioritise tasks to deadlines	E		App/Int
Able to work well under pressure and adapt to changing requirements	E		App/Int
Able to demonstrate decision making skills and to give advice	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Able to work on own initiative and under direction	E		App/Int
Able to learn new skills and processes quickly	E		App/Int
Able to evaluate learning needs & seek opportunities to address	E		App/Int
Good awareness and understanding of health and safety requirements	E		App/Int
Able to perform range of maintenance tasks	E		App/Int
Qualifications and Training			
Good standard of education or workplace training	E		App
First Aid at work certificate or be willing to train		D	App
Full, clean driving license	E		App
	E		
Personal attributes			
Clean and tidy appearance	E		Int/Ref
Ability to use range of tools, move and lift heavy and bulky objects	E		App/Int
Flexible, hard-working efficient and highly organised	E		App/Int
Sensitive, loyal and discreet with awareness of confidentiality requirements	E		Int/Ref
Positive, self-motivated and committed with a can do approach to work	E		Int/Ref
A team player possessing a good sense of humour and a friendly manner	E		Int/Ref

App = Application

Int = Interview/Test

Ref = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	